

Ryan L. Butler

Clerk of Circuit Court & Comptroller
P.O. Box 1028
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Telephone: (772) 226-3100



JOB VACANCY NOTICE

Job Title: IT Applications Analyst

Department: **Information Technology**

Entry Salary: **\$1822.31, biweekly**

Job Type: **Full Time Exempt**

Position **#2023-0007-204**

Posting Date: **05/31/2023**

Closing Date: **when filled**

MAJOR JOB DUTIES:

Maintains and supports end user applications.

NECESSARY SKILLS:

- Two years' experience with implementation, configuration and support of a clerk court case or official records management system, ERP financial system, or other complex application

HOURS:

8:00 AM – 5:00 PM

Monday – Friday

County Administration Building A

IT APPLICATION ANALYST

DEPARTMENT: Information Technology

MAJOR PURPOSE OF JOB:

Under routine supervision from the Chief Deputy of Information Technology, maintains and supports end user applications as assigned, including, but not limited to: Benchmark, Landmark, Axia, Jurymark, Taxsmart, Excise, Munis.

MAJOR JOB DUTIES:

1. Develops, applies updates, and configures both live and test systems.
2. Maintains user accounts within the applications, including their assigned rights and roles.
3. Maintains administrative settings within the application(s).
4. Applies updates from vendors.
5. Acts as a liaison between the vendor and end users.
6. Provides problem assistance and guidance.
7. Creates and/or maintains reports.
8. Creates, modifies, and debugs SQL scripts.
9. Creates and maintains content on the Clerk's website.

(These Major Job Duties are not a complete statement of all duties required of the job. Incumbents will be required to perform such other related job duties as may be assigned or required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of relational database systems such as Microsoft Sql Server, DB2, or Oracle.
- Extensive experience with Microsoft Office, include Word and Excel.
- Ability to construct moderate to complex statements using SQL language.
- Ability to conduct, manage and complete complex system analysis and programming projects in a timely manner.
- Ability to detect and resolve problems with application software utilized by the Clerk's Office.
- Ability to prepare and maintain a variety of moderate to complex records and compile data and prepare reports from such records.
- Working knowledge of business English, arithmetic, spelling, grammar and punctuation.
- Ability to communicate technical information, both orally and in writing, effectively to both IT and non-IT staff.
- Strong analytical skills and technical aptitude in troubleshooting system issues.
- Ability to follow complex oral and written instructions.
- Ability to work in a team environment.
- Ability to work independently with minimal supervision in performing daily tasks.
- Ability to document procedures and technical tasks.
- Ability to establish and maintain effective working relationships with BCC personnel, Courts personnel, other public agencies and Clerk's office personnel.

- Working knowledge of job goals with focus on the priorities of the Clerk's office.

ADDITIONAL PREFERRED SKILLS:

- Wordpress web content management.
- Microsoft Visual Studio and programming in C#.
- Microsoft Active Directory, Exchange email, Windows 10 and Windows Server operating systems.

EXPERIENCE:

- Two years' experience with implementation, configuration, and support of a clerk court case or official records management system, ERP financial system, or other complex application.

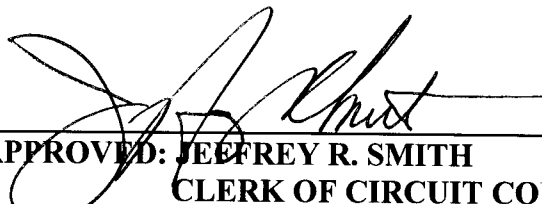
PERSONAL WORK RELATIONSHIPS:

- With IT team members: coordinating work and accomplishing job duties, sharing information, providing help, cross training, and all other duties as assigned.
- With vendors, end users and other Clerk's office personnel: collaborating and overseeing vendor tasks, problem solving, and providing assistance to end users for all levels of complexity.

ESSENTIAL PHYSICAL SKILLS AND WORK ENVIRONMENT:

- Works in a standard office environment, normally seated, but confined to the work area for extended periods of time.
- Required physical abilities include but are not limited to: sitting/standing; bending/squatting; climbing/reaching; crouching/kneeling; pushing/pulling; speech and hearing as required for verbal and telephone conversation; visual acuity and clarity either assisted or non-assisted including full field of vision, color and depth perception as required for daily tasks of communication, filing, reviewing paperwork, computer operation, etc.; repetitive action and manual dexterity, fine manipulation and motor skills, lifting and carrying objects of up to 25 pounds.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.



APPROVED: JEFFREY R. SMITH
CLERK OF CIRCUIT COURT
& COMPTROLLER

8/27/2021
DATE: August, 2021